

## Overview

**Human Resources Overview**

Welcome to the IPEDS Human Resources (HR) survey component. The HR component collects important information about your institution's staff.

**Data Reporting Reminders**

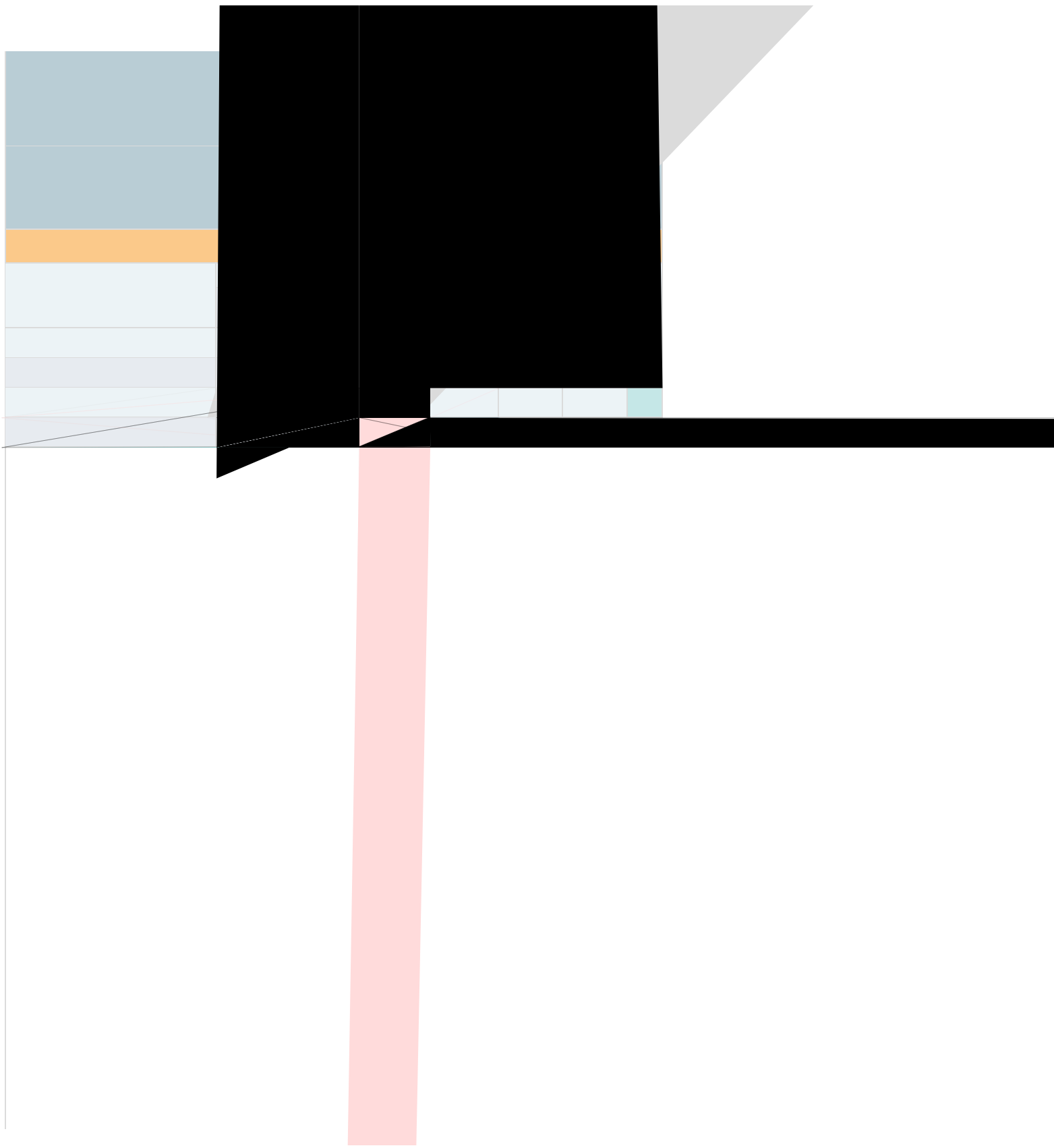
- Report each employee only once. If an employee could be coded in more than one occupation, code the employee in the occupation that requires the highest level of skill OR if there is no measurable difference in skill requirements, code the employee in the occupation in which they spend the most time.
- Report staff members difficult to categorize in the "Human Resources Survey Evaluation" box at the end of the survey.
- Enter data on each displayed screen. If a screen is not applicable, enter at least one zero in a field on the screen and save before continuing.
- When reporting salary data (applicable to degree-granting institutions only) include all full-time, non-medical school, instructional staff - both with and without faculty status.

See the instructions for the **Key Reporting Concepts** section -- basic reporting concepts that will assist you in completing the Human Resources survey component.

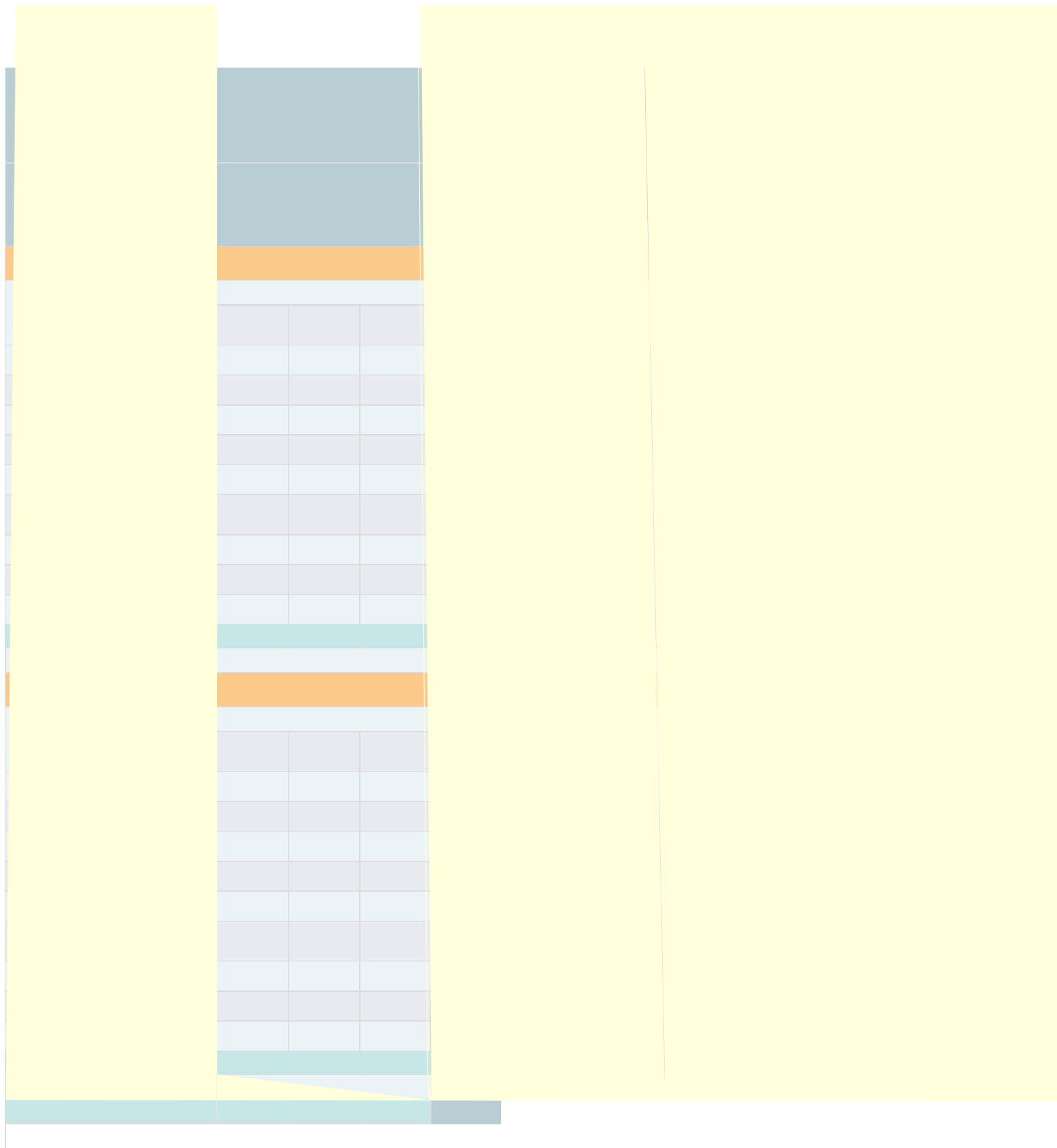
**Resources:**

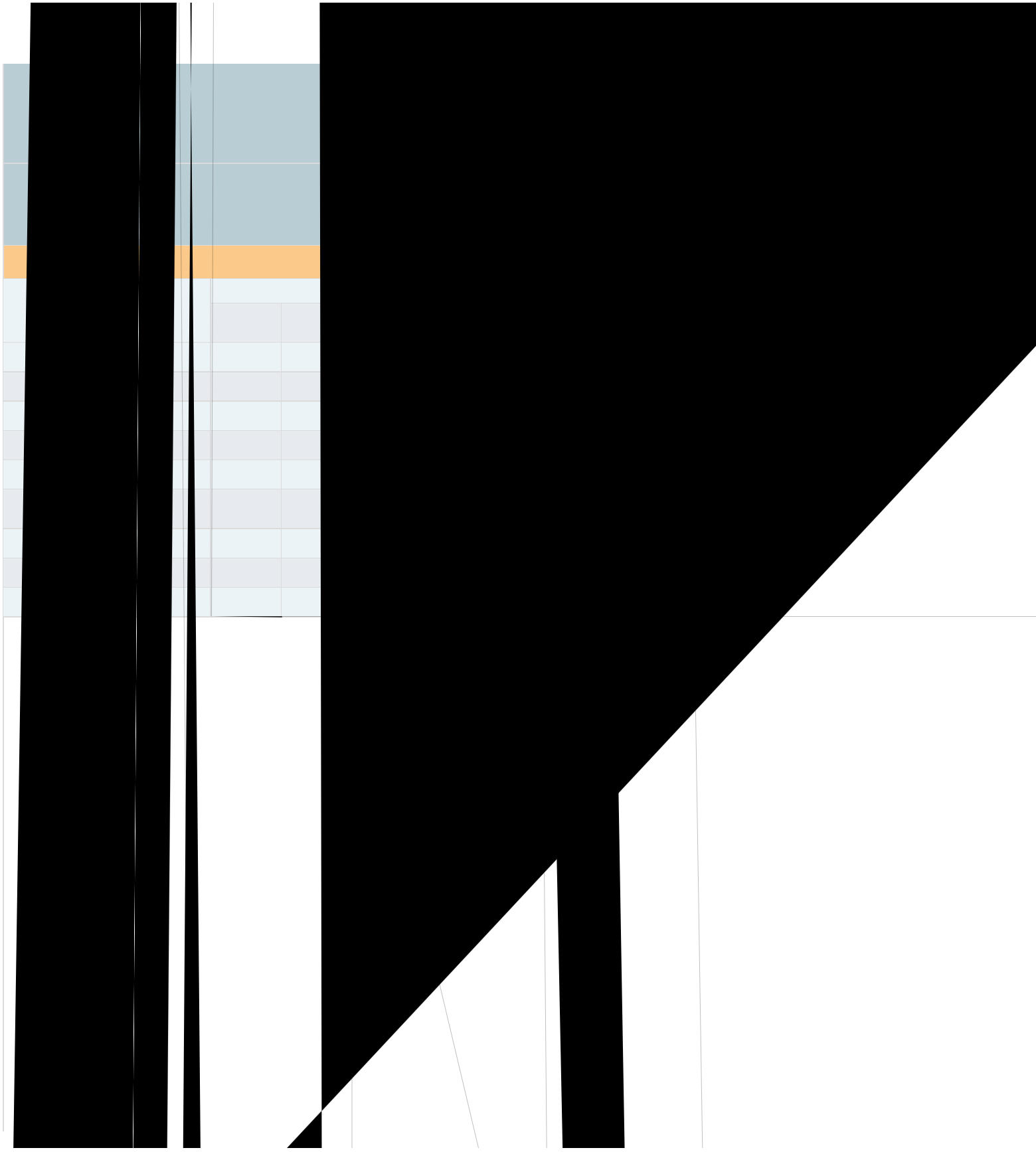
- To download the survey materials for this component: [Survey Materials](#)
- All staff must now be reported using the new IPEDS occupational categories, which align with the 2010 Standard Occupational Classification (SOC) codes. Additional information and resources can be found in the [IPEDS HR/SOC Information Center](#), including general information about the SOC, the IPEDS/SOC



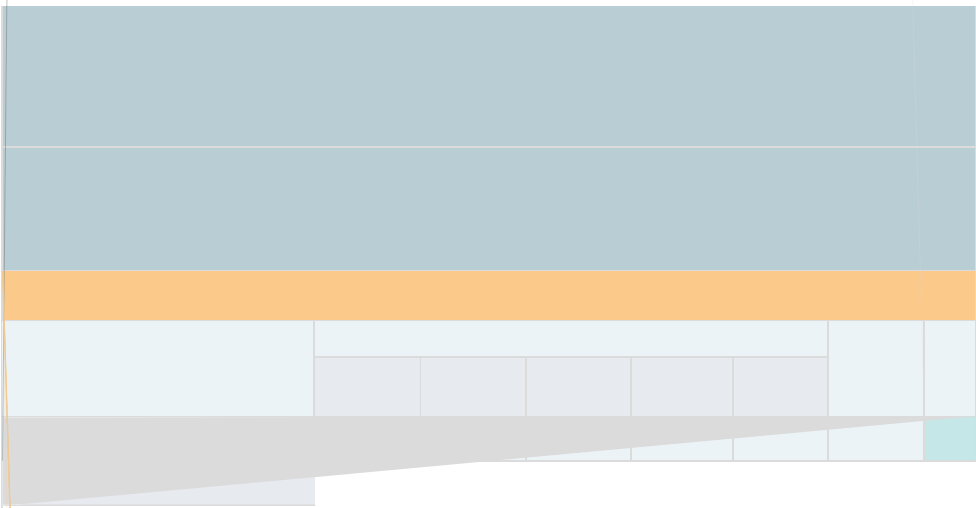












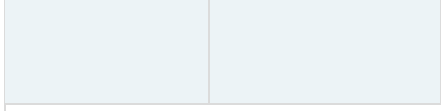
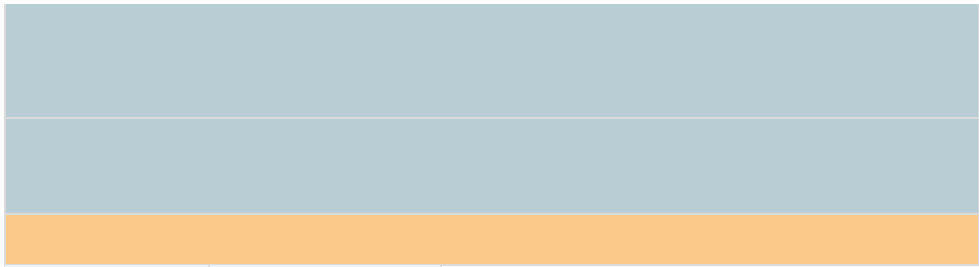












Section 1: Introduction

Section 2: Methodology

Section 3: Results

Category	Value	Value	Value	Value	Value
A	10	20	30	40	50
B	15	25	35	45	55
C	20	30	40	50	60
D	25	35	45	55	65
E	30	40	50	60	70
F	35	45	55	65	75
G	40	50	60	70	80
H	45	55	65	75	85
I	50	60	70	80	90
J	55	65	75	85	95

Category	Value	Value	Value	Value	Value
A	10	20	30	40	50
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C	20	30	40	50	60
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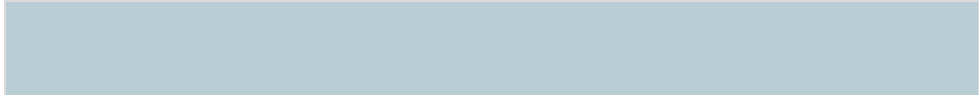
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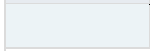
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F	35	45	55	65	75
G	40	50	60	70	80
H	45	55	65	75	85
I	50	60	70	80	90
J	55	65	75	85	95
K	60	70	80	90	100
L	65	75	85	95	105
M	70	80	90	100	110
N	75	85	95	105	115
O	80	90	100	110	120
P	85	95	105	115	125
Q	90	100	110	120	130
R	95	105	115	125	135
S	100	110	120	130	140
T	105	115	125	135	145
U	110	120	130	140	150
V	115	125	135	145	155
W	120	130	140	150	160
X	125	135	145	155	165
Y	130	140	150	160	170
Z	135	145	155	165	175





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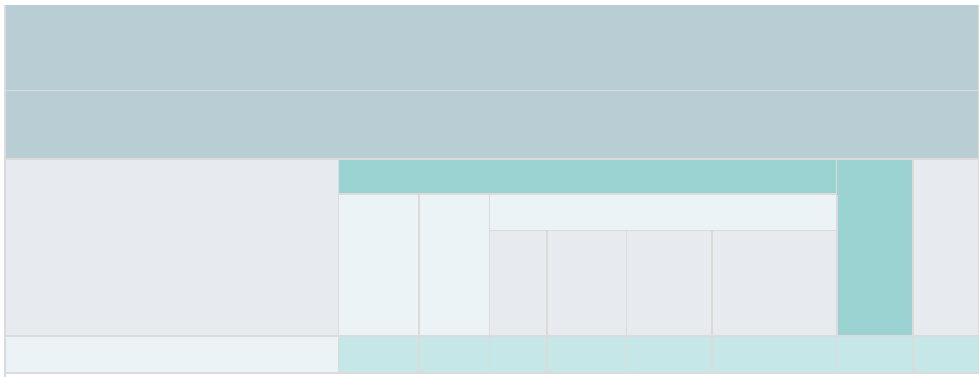
Total from prior year	377	5	842	188	71	7,210
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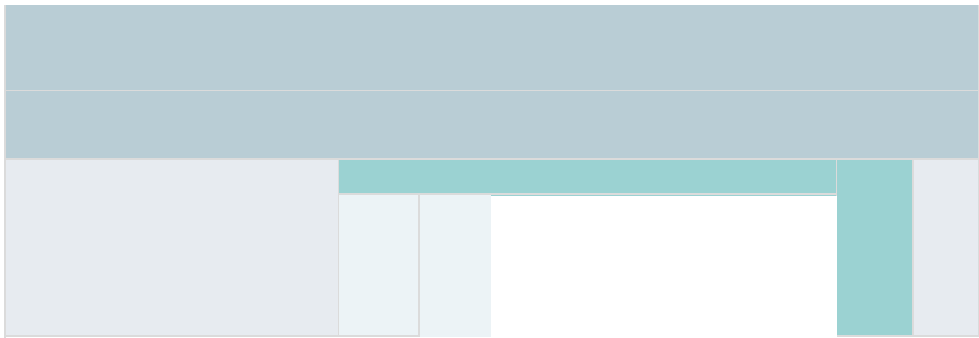




## Part B2 - Full-time Non-instructional Staff by Medical School Status

Number of <u>Full-time Non-instructional Staff</u>			
As of November 1, 2017			
Occupational category	Total (carried forward from Part B1)	Non-medical school staff	Medical school staff
<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	345	339	6
<u>Sales and Related Occupations</u> 41-0000	5	5	0
<u>Office and Administrative Support Occupations</u> 43-0000	821	663	158
<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	187	187	0
<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	71	71	0
<b>Total</b>		1,265	164
Total from prior year		<b>1,308</b>	<b>175</b>





**Local School Instructional Staff**

**Annual Number of Months**

July, 2017-18

- Report the number of months worked
- Months reported should be the number of months to be worked
- Include ONLY full-time instructional staff
- Include instructional staff without faculty status
- Include instructional staff

Gender and academic rank	Months worked		Total staff	Total staff for salary reporting
	9 months	< 9 months		
<b>Men</b>				
Professors	222	2	258	256
Associate professors	176	0	202	202
Assistant professors	94	0	100	100
Instructors	99	0	136	136
Lecturers	0	0	0	0
No academic rank	0	6	8	2
<b>Total men</b>	<b>591</b>	<b>8</b>	<b>704</b>	<b>696</b>
<b>Women</b>				
Professors	70	0	89	89
Associate professors	134	0	157	157
Assistant professors	67	0	98	98
Instructors	133	0	213	213
Lecturers	0	0	0	0

